

**Child and Adult Care Food Program (CACFP)
Training Packet and Handbook
At-Risk Afterschool Meals (Non-Schools)
FY 2018-2019**



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<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

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At-Risk Afterschool Meals Program

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. All At-Risk Afterschool meals are reimbursed at the “Free” reimbursement rate.

Site Eligibility

To be eligible to operate the At-Risk Afterschool Meals component of CACFP, an Afterschool Site must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year
- Provide organized regularly scheduled education or enrichment activities (i.e., in a structured and supervised environment)
- Be located in an attendance area of school where at least 50 percent or more of the children are eligible for free or reduced price meals (See Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)]. CEP (Community Eligibility Provision) data cannot be used for school district eligibility. October Qualifying data must be used to report actual free and reduced percentages.
- Have a child care license or be exempt from licensure
- Meet state/local health and safety standards
- Operate only during the regular school year

Participant Eligibility

At-Risk Afterschool Programs may claim reimbursement only for meals and snacks served to children who participate in an approved Afterschool Program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. There is no requirement that all children receiving meals participate in the scheduled activities, but children should remain onsite while consuming the meal. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].

Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.

Educational or Enrichment Activities

Programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Organizations should contact their State agency for assistance in determining if an activity is eligible.

NOTE: There is no requirement that all children receiving meals participate in the scheduled activities; the activities just need to be available to all children.

Institutions may contract with other organizations, including a for-profit entity, to provide enrichment or educational activities required for the Afterschool Program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service. Furthermore, the sponsor or independent center must be the party that enters into the agreement with the State agency and must assume responsibility for meeting all meal service requirements, including ensuring that meals are served at eligible sites (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

Athletic Programs

Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team (*Athletic Programs and Afterschool Meals*, October 2, 2012).

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program.

Additionally, Afterschool Programs that include supervised athletic activity may participate as long as they are “open to all” and do not limit membership for reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate [7 CFR 226.17a(b)].

Special Needs Programs

At-Risk Afterschool Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

Weekends, Holidays, and Vacations

Under the CACFP At-Risk Afterschool Meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example, spring break), during the regular school year only. Meals and snacks served through CACFP on weekends or holidays during the school year may be served at any time of day as approved by the State agency (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

In areas where schools operate on a year-round basis (i.e., the regularly scheduled school year is year-round), At-Risk Afterschool Programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year [7 CFR 226.17a(b)(i)].

Resources:

State Agency website: <http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

USDA CACFP At-Risk Handbook:

<https://www.fns.usda.gov/sites/default/files/cacfp/cacfpatriskdesigned.pdf>

USDA CACFP At-Risk website: <http://www.fns.usda.gov/cacfp/afterschool-programs>

USDA's nutrition standards: <http://www.fns.usda.gov/cacfp/meals-and-snacks>

FREE materials from USDA: <http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education>

Streamlining At-Risk Meal Participation for School Food Authorities:

https://fns-prod.azureedge.net/sites/default/files/SP09_CACFP04-2013os.pdf

Federal Requirements

The Child and Adult Care Food Program Federal regulations at **7 CFR Part 226** require participating institutions to maintain supporting documentation for submitted claims.

These regulations can be found at: <http://www.fns.usda.gov/cacfp/regulations>

Compliance Review Requirements and Process

The compliance review is performed in order to ensure an institution's compliance with federal requirements.

- Once trained in the federal requirements, an institution is given a first month visit to assist the new institution in achieving compliance.
- Sponsors initially enrolling in the program with 5 or more sites will receive an official compliance review within 90 days.
- Sponsors initially enrolling in the program with fewer than 5 sites will receive an official compliance review the following year.
- If the institution is found to be in compliance they will receive the next review within the next three years.
- If the institution is found to be deficient, they will be reviewed the following year.
- If the same deficiencies are discovered in the follow up review, the institution may be moved to intent to terminate.
- Once terminated, the institution and responsible parties will be added to the National Disqualified list (NDL) and may not participate with the CACFP for 7 years.
- Institutions will be notified of any deficits via email through a findings report.
- These findings must be addressed by the institutions through the submittal of a Corrective Action Plan.
- The Corrective Action Plan is due 30 days from the date of the email.
- The Corrective Action Plan must include the following information:
 - What are the findings and the procedures that will be implemented to address the findings?
 - Who will address the findings? List Personnel responsible for this task.
 - When will the problem be addressed? Provide a time line for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin.)
 - Where will the corrective action plan documentation be retained within the facility?
 - How will the staff be informed of the new policies?
- Additional supporting documentation (i.e., policies and procedures that have been modified or implemented to ensure that findings are fully and permanently corrected) must be submitted with the corrective action plan.
- Information regarding the appeal process is located at the end of this handbook.

Institution and Sponsoring Organizations Responsibilities

Sponsoring Organizations must disperse reimbursements to participating sites within 5 days of receiving payment.

Record Keeping Responsibilities of Institutions and Sponsoring Organizations

Institutions and Sponsoring Organizations must maintain all CACFP sponsor and site records on file for a minimum of 3 years plus the current year. These records must accurately reflect program operations. Sponsors of Unaffiliated centers and sites must ensure that each center or site maintains copies of at least the previous twelve months records.

Site records for the current program year should be assembled and filed, along with a corresponding copy of the Report and Claim for Reimbursement, at the institution's or Sponsoring Organization's main office.

Records for the current month must be readily available for review at each site. Institutions should assign responsibility for maintaining daily records to specific staff.

Required Records

Institutions are required to keep the following records relating to participation in the CACFP:

1. Records relating to attendance and the number of meals served:

- Daily attendance rosters or sign in sheets, or other methods with State approval, which result in accurate recording of daily attendance.
- Number of At-Risk Afterschool Snacks and/or Meals prepared or delivered for each meal service.
- Daily record of the number of At-Risk Afterschool Snacks and/or Meals served at each snack and/or meal service.
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service.
- Any additional records required by the State agency.

2. Records establishing that the meal patterns were met:

- Menus for each At-Risk Afterschool Snack and/or Meal service.

3. Records establishing eligibility:

- Copies of all applications and supporting documents submitted to the State.
- If applicable, information about the location and dates of child care center reviews, any problems noted, and the corrective action prescribed and effected.
- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.

4. Records pertaining to fiscal management:

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document:
 - Administrative costs claimed by the institution,
 - Operating costs claimed by the institution
 - Income to the Program
- Copies of all claims for reimbursement submitted to the State agency.
- Receipts from all Program payments received from State agency.
- If applicable, information concerning the dates, and amounts of disbursement to sponsored centers. Sponsoring Organizations must disperse reimbursements to participating sites within 5 days of receiving payment.

5. Records documenting training:

- Information on training session dates, locations, topics presented, and names of participants.
- For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities.

Failure to maintain any of these records may result in the recovery of meal reimbursement.
[7 CFR 226.10(d)]

CACFP Folder System

The State Agency folder system is an effective way to manage CACFP records necessary for meal reimbursement. All institutions which sponsor the At-Risk Afterschool Meals Program are encouraged to have the following labeled folders for each fiscal year:

1. Permanent Agreement (transferred from previous year to current year)
2. In-service Training
3. Monitor Reviews (if applicable)
4. Procurement
5. News Release (new sponsors only)
6. Monthly folders (October – September) for each month of the federal fiscal year beginning with October. The following items are to be filed monthly in each folder:
 - Copy of the Claim for Reimbursement
 - Daily Attendance Records
 - CACFP Menu Records
 - Record of Meals Served (Meal counts)
 - Record of Expenditures
 - Food and non-food bills, receipts, invoices (must be original, dated and itemized, and include the store and/or vendor name) and Catering Delivery Tickets.
 - Personnel Activity Reports and/or Paycheck Stubs of full-time cook

Civil Rights Compliance

The goal of Civil Rights Assurance and Compliance is to ensure that Child Nutrition Program benefits are made available and provided to all eligible individuals without discrimination.

Customer Service

- Excellent customer service is one way to comply with civil rights laws and ensure that everyone is treated equally.
- Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions.
- Professionalism, listening skills, availability, responsiveness, reliability, and conflict resolution are all factors that contribute to customer satisfaction. These skills can turn an unacceptable or disappointing experience into a success story.

Conflict Resolution

- Conflict resolution is key to preventing a situation from potentially getting out of hand and is one component of quality customer service.
- Conflict resolution skills can help in everyday life as well as in professional life.
- For more information on Conflict Resolution, visit the Conflict Resolution Network.
<http://www.crnhq.org/>

Discrimination is defined as intentionally distinguishing a person, or group of people, either in favor of or against others and doing so by neglect or by actions or by lack of actions based on the six protected classes. **The six protected classes** associated with the Child and Adult Care Food Program are race, color, national origin, sex, age and disability.

USDA regulations outline the following areas of Civil Rights compliance in CACFP:

1. Public Notification System (PNS)

a. News Release:

- Effective October 1, 2016 the State Agency will publish the News Release on behalf of existing institutions/sponsoring organizations. **New** institutions/sponsoring organizations must publish the News Release for each new participating CACFP site.

b. “And Justice For All” poster

- The poster contains the non-discrimination statement and contact information for filing a civil rights complaint.
- The poster must be displayed in a prominent place in every site and every sponsoring organization office. The main entrance is ideal for placement.
- The poster should be displayed on 11x17 paper if possible. If not, 11x14 is acceptable or 8 1/2x11 as a last resort.
- Additional posters may be obtained by contacting the State Agency

c. Non-Discrimination Statement

- The statement in its entirety is required on all materials where the CACFP is referenced. Such as, but not limited to, promotional literature, parent handbooks and websites.
- On a website, the statement can be listed in its entirety or the following hyperlink can be referenced:
<http://education.ky.gov/federal/SCN/Pages/USDANondiscriminationStatement.aspx>
- Institutions and sponsoring organizations must convey the message of equal opportunity in all photographic and other graphics used to provide program information.

d. Language Barriers/Limited English Proficiency (LEP)

- All institutions must have the capability of providing informational materials concerning the availability and nutritional benefits of the Child and Adult Care Food Program in the appropriate translation, as well as the procedures for filing a discrimination complaint. This link provides translations for CACFP materials: <http://www.fns.usda.gov/documents-available-other-languages>

2. Data Collection

- a. Independent institutions must obtain and document ethnic and racial data for each site annually as part of the initial and annual application renewal process
- b. Sponsoring Organizations must obtain and document ethnic and racial data for each site during monitor review visits.
- c. Institutions must maintain the data documentation for 3 years plus current year
- d. The collection of racial and ethnic data allows institutions and sponsoring organizations and the state agency to determine how effectively the program is reaching the diversity of a population and if outreach is needed

3. Civil Rights Training

- Institutions and sponsoring organizations must provide Civil Rights training to all Staff involved with the CACFP
- Training is required **prior** to the start of any program duties; training is ongoing as staff, volunteers and contractors enter throughout the fiscal year
- The In-Service Training form on the State Agency website is a helpful tool to document training.

4. Civil Rights Grievance Procedure

- Accept either written or verbal complaints
- Never impede participant's ability to file
- Forward grievance forms to the state agency within 3 days

5. Participant Rights

- Knowledge of all non-discrimination information
- How to file a claim if they believe their civil rights have been violated
- May file a claim up to 180 days following an alleged action or incident

In-Service Training Documentation

Institutions and Sponsoring Organizations must conduct training with key staff regarding Child and Adult Care Food Program requirements within **four** weeks of attendance at State Agency training. New institutions and sponsoring organizations *must conduct training with key staff within the first four weeks of program participation*. Documentation of the training must be recorded on the In-Service Training form.

7 CFR 226.16 (d)(2-3) states: *“Training on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of Program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the program’s meal patterns, meals counts, claim submission and review procedures, record keeping requirements, and the reimbursement system. Attendance by the key staff as defined by the State agency is mandatory.*

Additional mandatory training sessions for key staff from all sponsored child care and adult care facilities not less frequently than annually. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties on the programs meal patterns, meal counts, claim submission and review procedures, record keeping requirements, and reimbursement system. Attendance by key staff, as defined by the state agency, is mandatory.”

The Kentucky CACFP State Agency defines “Key Staff” as any staff member with primary responsibility for the operation of the CACFP and/or maintenance of the records that support the monthly claim for reimbursement and compliance with any CACFP requirement. This includes staff members who have monitoring responsibilities along with staff, volunteers or contractors.

In addition to mandatory Civil Rights Training, the State Agency recommends the following training topics:

1. Meal pattern requirements (necessary food components and proper portion sizes to be served at each meal as illustrated on the Food Chart)
2. Meal counts (staff must conduct the meal count at the time of each meal service and document the number of meals served on Record of Meals Served Form)
3. Attendance records
4. Menus
5. Other records required by the Child and Adult Care Food Program (CACFP), the United States Department of Agriculture (USDA) and the State Agency

Reminders:

- Ongoing training should be conducted and documented as the institution hires new staff throughout the fiscal year
- New staff must be trained within the 1st week of employment
- New staff must complete the In-Service Training form upon receiving training and the trainer must also sign and date the form
- Any staff conducting in-service training must have completed training on CACFP policies and procedures

CACFP Instructions for Completing the In-Service Training Registration Form

1. Fill in the Name of Institution, Location of training and Training Conducted by.
2. Mark the boxes next to the topics covered at the training (*Civil Rights is mandatory*). Mark the boxes and list any additional topics covered.
3. Have participants print & sign their name, list their title and record the name of the
4. Attach additional pages if needed.
5. The trainer must sign and date the form.
6. File the In-Service Training form in the CACFP folder labeled "In-Service Training".

**Kentucky Department of Education
Division of School and Community Nutrition
Sponsor In-Service Training Documentation
REGISTRATION FORM**

Name of Institution: _____

Location: _____

Training Conducted by: _____

- Topics Covered:** ☐ **Civil Rights (Mandatory)**
(Check all that apply) ☐ **Meal Patterns**
 ☐ **Meal Counts**
 ☐ **Claim Submission**
 ☐ **Review Procedures**
 ☐ **Record Keeping Requirements**
 ☐ **Reimbursement System**
 ☐ **Updates from Annual Training**
 ☐ _____
 ☐ _____

Printed Name	Signature	Title	Site Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Please add an additional page for more Training Participants*

I certify that the above topics have been discussed with the personnel listed on the date indicated.

Trainer's Signature _____ **Date** _____

**7 CFR 226.15(e), 7 CFR 226.16(d)(2-3) and FNS 113-1*

MENUS 7 CFR 226.15 (e) 10

Institutions are responsible for purchasing and preparing adequate amounts of each meal component for the number of children claimed during the meal service. **All institutions are required to keep Menu Records.** Menu Record templates are available on the State Agency website.

- Menus must be dated
- Menus must document the foods prepared and served to participants, ensuring the meal pattern requirements have been met
- Menus must support the documentation of food purchases and costs. Foods recorded on the menu should be cross-referenced with the purchases on food receipts/invoices
- Menus must be available, complete and support food purchases. Otherwise, the reimbursement will be recovered
- When listing food items on the menu, the institution should specify the type (i.e. fresh, frozen, canned, homemade, Whole Grain).

The USDA Food Buying Guide instructs institutions regarding which foods are creditable and how much food should be purchased/prepared for reimbursable meals.

Food Buying Guide: <http://fbg.nfsmi.org/>

Meat/Meat Alternate Substitution during the Breakfast Meal

CACFP allows a meat/meat alternate to be substituted for the entire grain component up to 3 times per week. However, licensed facilities must ensure licensure menu requirements are followed.

Tofu and Soy Yogurt may be served as a meat alternate for ages 1 year and older.

Yogurt cannot contain more than 23 grams of sugar per 6 ounces.

Vegetables and Fruits

During lunch and supper, either one vegetable and one fruit or two vegetables must be served. Serving two fruits with no vegetable is not allowed.

Juice is limited to one meal service per day for ages 1 year and older.

Indicating Substitutions

All menu substitutions should be indicated on the Weekly Menu at the beginning of the day or as soon as possible.

Whole Grain-rich

At least one serving of grains per day must be whole grain-rich. *CACFP09-2018*.

Any **one** of the following six options may be used to determine if a grain product meets the whole grain-rich criteria. Use of these methods is intended to be flexible so that individual operators, who may use different methods to purchase food (such as wholesale or retail), can easily identify creditable whole grain-rich foods. The operator must only ensure that a food meets at least **one** of the following to be considered whole grain-rich:

1. The product is found on any State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list.
2. The product is labeled as "whole wheat" and has a Standard of Identity issued by the U.S. Food and Drug Administration (FDA).
3. The product includes one of the following Food and Drug Administration approved whole-grain health claims on its packaging, exactly as written.
4. The food meets the whole grain-rich criteria under the NSLP.
5. The food meets the FNS *Rule of Three*, a three-step process for identifying whole grain-rich products in the CACFP.
6. Proper documentation from a manufacturer or a standardized recipe demonstrates that whole grains are the primary grain ingredient by weight.

Breakfast cereals cannot contain more than 6 grams of sugar per dry ounce.

Grain-based desserts and sweet grains are not creditable components and cannot be purchased with CACFP funds.

Identifying Whole Grain-Rich (WGR) or Whole Wheat (WW) on menus

Write the acronym "WGR" or "WW" on the menu to identify the grain component that is whole grain-rich.

Product Labels: Whole Grains, Cereals and Yogurt

Maintain product labels as source documentation to ensure requirements for these food items meet the meal pattern requirements. Hard copies, photocopies and electronic copies of labels are acceptable.

Combination dishes (products or recipes containing foods from more than one food group)

- Cannot be credited for more than two meal pattern components to ensure that participants do not go hungry when a combination dish is disliked or not eaten.

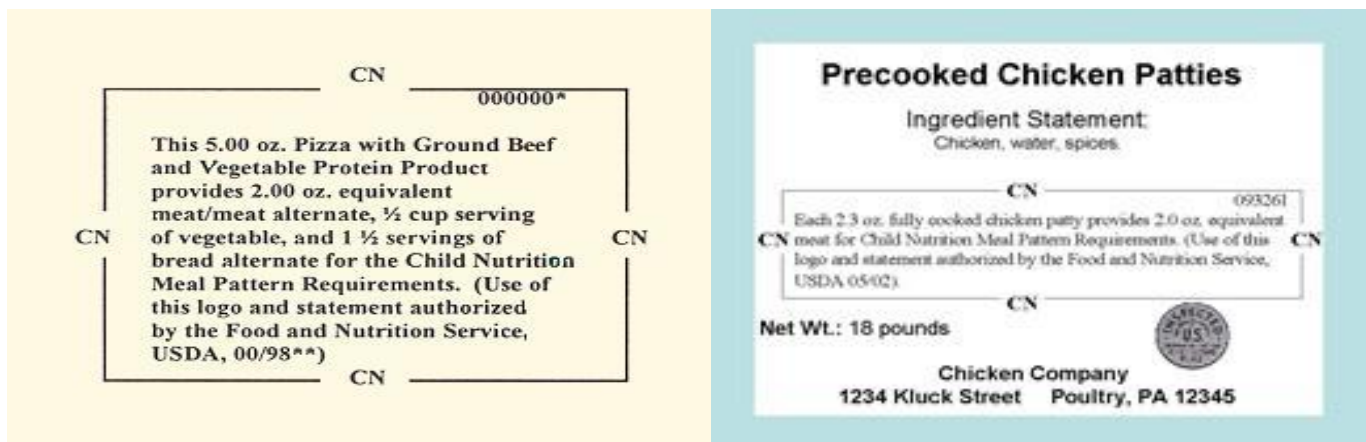
Processed Combination Dinners

- Child Nutrition (CN) and Product Formulation Statements (PFS) ensure that all commercially processed combination dishes (i.e., those dishes containing more than one meal pattern component) meet the meal pattern requirements.
- Commercially processed combination foods must have a **CN label** or a Product Formulation Statement from the manufacturer stating the food component contribution to the meal pattern.
- If a CN label/PFS is not available, verify that another creditable food is added in sufficient quantity to meet the meal pattern requirements. For example, adding extra creditable cheese to a commercially prepared pizza.
- Meals containing a processed food without a CN label or Product Formulation Statement may be **disallowed**.

Documenting Child Nutrition (CN) Labeled Products

The CN Label is the gold standard for verifying the crediting of menu items and provides a warranty against audit claims when the product is used according to the manufacturer's instructions. Valid and acceptable documentation for the CN Label is:

1. The original CN Label from the product carton; or
2. A photocopy of the CN Label shown attached to the original product carton; or
3. A photograph of the CN Label shown attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)- *USDA Policy Memo-CACFP09-2015*



The CN Label clearly specifies what food components and serving sizes are provided by the product.

Product Formulation Statement (For items which have no CN label available)

The PFS should only be requested when reviewing a processed product *without* a CN Label.

USDA Policy Memo-CACFP09-2015

The product's *Nutrition Facts* label cannot be used. The information must come from the manufacturer's Product Formulation Statement

Nutrition Facts		(-) Information is currently not available for this nutrient.	
Serving Size	84 G	* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs: **	
Servings Per Container	7	* Percent Daily Values listed below are intended for adults and children over 4 years of age. Foods represented or purported to be for use by infants, children less than 4 years of age, pregnant women, or lactating women shall use the RDI's that are specified for the intended group provided by the FDA.	
Amount Per Serving			
Calories			
Calories From Fat			
	% Daily Value		
Total Fat 9 G	18		
Saturated Fat 1.5 G	3		
Trans Fat 0 G	0		
Cholesterol 10 Mg	20		
Sodium 540.0 Mg	10		
Total Carbohydrate 24 G	8		
Dietary Fiber 2 G	4		
Sugars 2 G	4		
Protein 9 G	18		
Vitamin A	0		
Vitamin C	0		
Calcium	2		
Iron	8		

Example of a Product Formulation Statement:

Commercially processed Fish Sticks

Fish - 0.5 oz stick x 0.25 (25% Fish) x 0.75 (USDA yield factor) = 0.0975 oz/stick
 Soy Protein concentrate - 0.5 oz stick x 0.066 (6.6% SPC) x 3.6 Hydration factor x 1.00 (USDA yield factor) = 0.1188 oz/stick
 0.0975 oz + 0.1188 oz = 0.2163 oz meat/meat alternate per stick
 7 Sticks x 0.2163 oz meat/meat alternate per stick = 1.51 oz meat/meat alternate
 Seven 0.5 oz sticks would provide 1.50 oz equivalent meat for Child Nutrition.

DISCLAIMER: This product contains grains that are not creditable in school meal programs. Additional grains must be served to meet meal pattern requirements.

Please note this item is not currently produced to CN standards, nor is CN approved.

Per this PFS example, the CACFP serving sizes required for this product would be:

- 1-2 year olds: 4.5 -5 sticks for lunch/supper
- 3-5 year olds: 7 sticks for lunch/supper
- 6 years-Adult: 9.5-10 sticks for lunch/supper.

Since the amount required for ages 3 years and older is greater than the serving size stated by the manufacturer, the number of servings per container will be less than the nutrition label states. This is not cost effective because more boxes will need to be purchased in order to meet the meat/meat alternative portion requirement per child. Purchasing non-processed foods is more cost effective.

Procedure for Handling Leftovers

CACFP Institutions should utilize proper menu planning and production practices to reduce leftovers.

If the CACFP Institution has a significant amount of leftovers the Institution should consider the following options:

- Using the leftovers in a subsequent meal
- Offer seconds to all CACFP participants

Where it is not feasible to reuse leftovers, excess food may be donated to a non-profit organization, such as a community food bank, homeless shelter, or other nonprofit charitable organizations.

The charitable organization must be tax exempt under section 501(c)(3) of the Internal Revenue Code of 1986.

All State Food Codes must be followed.

Internal procedure for Donated Food –USDA Policy Memo, CACFP 05-2012

Institutions and Sponsors Accepting Donated Food

Institutions may accept donations of food.

Documentation must include the date of the donation along with an itemized list of what was donated and how much.

The value of the donated items cannot be used as part of the monthly food cost justification.

Institution and Sponsor Donating Leftover Food

Institutions may donate leftover food to local food banks or other charitable organizations with 501(c)(3) tax exempt status.

Catered Meals

The Catering Guidance Handbook is available on the State Agency website:

<http://education.ky.gov/federal/SCN/Pages/Catering-Resources.aspx>

Water

In accordance with FNS Policy Memo CACFP 20-2016, child care centers must make water available to children upon request throughout the day, including meal times. Water does not have to be available for children to self-serve. As of October 1, 2017, in addition to making water available, child care centers must also offer water to children throughout the day.

Taking Meal Components Off-Site

Refer to the August 10, 2016 USDA Memo CACFP 22-2016: *Taking Food Components Off-site in the At-Risk Afterschool Component of the Child and Adult Care Food Program*

https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP22_2016os.pdf

Field Trips

- Check with the local health department and Licensure to ensure approval of the planned field trip
- Notify the Sponsoring Organization or the State Agency (whichever is appropriate) in writing (email) of the dates/times the children will be out of the center
- Update the menu to reflect any changes in the meal being served on the field trip
- Keep required documentation, such as meals counts

Offer vs. Serve (OVS)

OVS is an approach to menu planning and meal service that allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper.

OVS is only allowed in CACFP at-risk afterschool settings for breakfast, lunch and supper meals. OVS is not allowed at snack.

Using OVS is optional. At-risk afterschool programs are not required to implement OVS.

FNS Memo: CACFP 05-2017 Offer versus Serve and Family Style Meals in the Child and Adult Care Food Program <https://www.fns.usda.gov/sites/default/files/cacfp/CACFP05-2017os.pdf>

All sponsors and independent centers electing to use OVS in the at-risk afterschool setting of the CACFP are required to follow the CACFP OVS requirements. Due to the distinguishing nature of the CACFP from the NSLP, SBP and SFSP, including variations in settings and resources, the OVS requirements in the at-risk afterschool setting of the CACFP are slightly different from the OVS requirements in NSLP, SBP and SFSP. The OVS requirements in the CACFP are as follows:

OVS at Breakfast

The CACFP breakfast meal pattern requires three food components to be offered: milk, fruits and vegetables, and grains. As a reminder, fruit and vegetables are one combined component in the breakfast meal patterns.

When using OVS at breakfast, at least the following four food items, in the required minimum serving sizes, must be offered:

1. A serving of milk;
2. A food item from the fruit and vegetable component;
3. A food item from the grains component; and
4. A food item from the meat/meat alternate component **or** one additional item from the fruit and vegetable component **or** grains component.

All of the food items offered must be different from each other. For example, while a flake cereal, such as bran flakes with raisins, and a puff cereal, such as a puffed rice cereal, are two types of cereals that are not identical, they are the same food item.

A child or adult must take at least three different food items from any of the food items offered. The food items selected may be from any of the required components and must be in the required minimum serving sizes. Here is an example of a reimbursable OVS breakfast menu:

- ½ cup berries;
- ½ cup grapefruit;
- 1 serving pancakes; and
- 1 cup (8 oz.) of fluid milk

Under this menu, a child may take the berries, grapefruit and milk, OR, berries, pancakes and milk, and many other combinations. If the child takes two servings of pancakes and the milk, it is not a reimbursable meal because two of the food items are the same and all three items selected must be different from each other.

OVS at Lunch or Supper

The CACFP lunch and supper meal patterns requires all five food components to be offered: milk, meat/meat alternates, vegetables, fruits, and grains.

When using OVS at lunch or supper, at least one food item from each of the five food components, in the required minimum serving sizes, required at lunch and supper must be offered:

1. A serving of milk;
2. A food item from the meat/meat alternate component;
3. A food item from the vegetable component;
4. A food item from the fruit component; and
5. A food item from the grains component

Similar to OVS at breakfast, all of the food items offered at lunch and supper must be different from each other. For example, while apple slices and apple sauce are two types of apples that are not identical, they are the same food item.

Unlike OVS at breakfast, at lunch or supper meals using OVS, a child or adult must take at least three food components, rather than three items, to ensure the child or adult takes an adequately nutritious meal. A child or adult must select at least the minimum required serving size of the components for them to be counted.

Here is an example of a reimbursable OVS lunch menu:

- 2 ounces Parmesan Chicken;
- ½ cup spinach salad;
- ¼ cup broccoli;
- 1 cup pasta; and
- 1 cup (8 oz.) of fluid milk

When serving OVS meals:

- Meal components can be served pre-portioned or directly by a provider.
- Each child or adult may decline some food components or items, based on the meal being served. However, each child or adult must take the minimum serving size of the food item or component in order for the meal to be reimbursable.
- At-risk afterschool programs may not specify what food items a child or adult must select.

Share Tables

Share tables are an innovative way to encourage the consumption of nutritious foods and to reduce waste. Share tables are tables or stations where children may return whole food or beverage items they choose to not eat. This must be done in compliance with local and state health and food safety codes. These items then are available to other children who may want additional servings.

Refer to the June 22, 2016 USDA Memo CACFP 13-2016: *The Use of Share Tables in Child Nutrition Programs*

<http://www.fns.usda.gov/use-share-tables-child-nutrition-programs>

Meal Pattern

The 13 through 18-year-old age group is an addition to the meal pattern requirements. This age group was added to better reflect the characteristics of the populations served in the CACFP, specifically those in the at-risk afterschool programs and emergency shelters. Therefore, this age group is used specifically for individuals operating at-risk afterschool programs and emergency shelters only.

Child and Adult Care Food Program Meal Patterns for Children

This chart lists the amounts and types of food to be served to children one year and older.

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

1 Must serve all three components for a reimbursable meal.

2 Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

3 Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older and adults.

4 Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day. Juice served to infants is not creditable.

5 At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

6 Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

8 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

9 Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; ¾ cup for children 6-12; and 1 ½ cups for adults.

7 CFR 226.20

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables⁶	⅛ cup	¼ cup	½ cup	½ cup
Fruits^{6,7}	⅛ cup	¼ cup	¼ cup	¼ cup
Grains^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

1. Must serve all five components for a reimbursable meal. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older and adults.
3. Alternate protein products must meet the requirements in Appendix A to Part 226.
4. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
5. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
6. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
7. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

Snack (Select two of the five components for a reimbursable snack)				
Food Components and Food Items¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18² (at-risk afterschool programs and emergency shelters)
Fluid Milk²	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ¹	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits⁶	½ cup	½ cup	¾ cup	¾ cup
Grains^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

1. Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
2. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
3. Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older and adults.
4. Alternate protein products must meet the requirements in Appendix A to Part 226.
5. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
6. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
7. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).
9. Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is $\frac{1}{4}$ cup for children ages 1-2; $\frac{1}{3}$ cup for children ages 3-5; $\frac{3}{4}$ cup for children 6-12; and 1 $\frac{1}{2}$ cups for adults.

Month/Year: _____

Site: _____

AT-RISK WEEKLY MENU RECORD

Week: _____

Menu	Menu	Menu	Menu	Menu	Menu
Breakfast	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
Milk					
Vegetable/Fruit					
Grains <input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG
Meat/Meat Alternate: can substitute for grains 3 x week					
(Must serve 3 Breakfast Components)					
Lunch					
Milk					
Meat/Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains <input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG
(Must serve 5 Lunch Components)					
Snack					
Milk					
Meat/Meat Alternate					
Vegetable					
Fruit					
Grains <input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG
(Must serve 2 Snack Components)					
Supper					
Milk					
Meat/Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains <input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG
(Must serve 5 Supper Components)					

*7 CFR 226.15 (e)

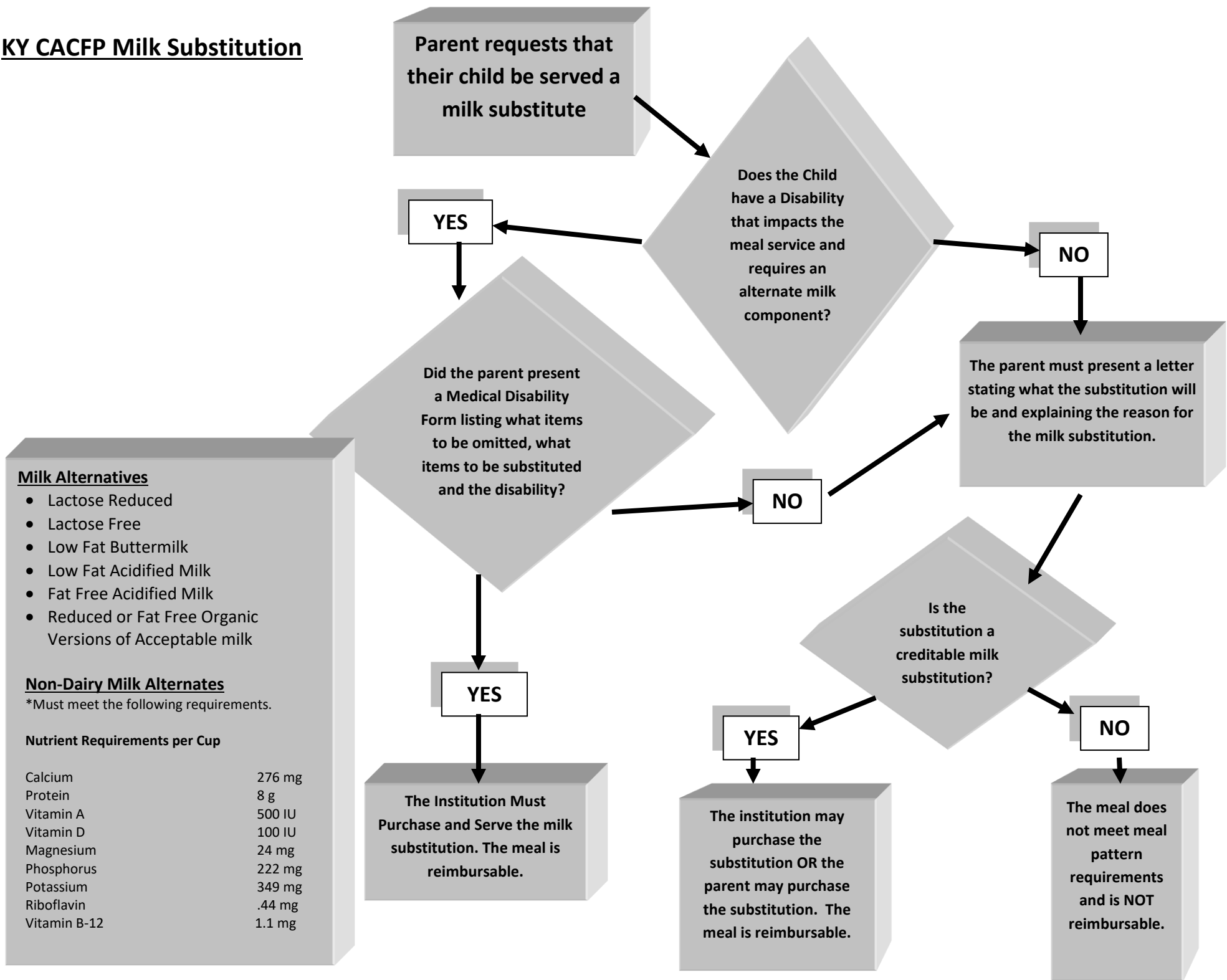
☐ WG: Whole Grain

Sponsor: Site:					
		Month:		Year: 20__	
	Monday Date _____	Tuesday Date _____	Wednesday Date _____	Thursday Date _____	Friday Date _____
Components	At-Risk Snack Menu Record: Serve 2 of 5 Components				
Milk					
Meat or Meat Alternate					
Vegetable					
Fruit					
Grains	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG
Components	At-Risk Supper Menu Record: Serve 5 Components				
Milk					
Meat or Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG	<input type="checkbox"/> WG

*7 CFR 226.15 (e)

☐ WG: Whole Grain

KY CACFP Milk Substitution



Special Dietary Needs

Medical Statement for Participants with Special Dietary Needs

This statement must be completed and submitted to the Provider/Facility/Center before any meal substitutions can be made. The parent/guardian will complete the top section and the medical authority will complete the bottom section and sign and date. Refer to the information below for clarification. Attach a sheet with additional information if necessary. If changes are needed, the parent/guardian is required to submit a new form signed by the child's physician.

Disability

Under Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act* (ADA) of 1990, a “*person with a disability*” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

USDA regulations **7 CFR Part 15b** require substitutions or modifications in CACFP meals for participants whose disabilities restrict their diets. A participant with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify: the child's disability; an explanation of why the disability restricts the child's diet; the major life activity affected by the disability; the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of “disability,” and the substitutions prescribed by the licensed physician must be made.

Special Dietary Needs That Are Not a Disability

Food service providers may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include: an identification of the medical or other special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.

Parent/Guardian Request for Fluid Milk Substitution

Parents or guardians may now request in writing that non-dairy beverages be substituted for fluid milk for their children with special dietary needs without providing statement from a recognized medical authority. However, fluid milk substitutions requested are at the **option** and expense of the facility/center.

The non-dairy beverage provided must be nutritionally equivalent to fluid milk and meet the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs in order for the facility/center to claim reimbursement for the meal through the Child and Adult Care Food Program (CACFP).

Food substitutions can be made for participants who are unable to consume regular program meals due to **religious reasons**. In such cases, a statement from the participant's parents/guardian must be provided on behalf of the participant. The statement should specify the food or foods to be omitted from the participant's diet and specify a choice of foods that may be substituted. The Sponsoring Organization is **not** required to purchase and prepare alternate foods for religious reasons.

CACFP Instructions for completing the Medical Statement for Participants with Special Dietary Needs

Parent/Guardian Section

1. Fill in information located in the first section “To be completed by a Parent, Guardian, or Authorized Representative”.
2. Medical Authority must sign and date. A recognized medical authority is anyone medically deemed certified to write prescriptions.
3. The Medical Authority must print their name, title, and give the telephone number where they may be contacted.
4. If participant does not have a disability, but is requesting special accommodation for a fluid milk substitute, the form may be completed by the Parent/Guardian.

Sponsor Information

1. The statement must be completed in its entirety and submitted prior to substituting any meals.
2. If any changes are needed, a new form will need to be submitted.
3. Parents or guardians may request in writing that a non-dairy beverage be substituted for fluid milk without providing a statement from a recognized medical authority. Fluid milk substitutions requested are at the option and expense of the facility/center.
4. Non-dairy beverage products must at a minimum contain the following nutrient levels per cup to qualify as an acceptable milk substitution.

a. Calcium 276 mg	d. Vitamin D 100 IU	g. Potassium 349 mg
b. Protein 8 g	e. Magnesium 24 mg	h. Riboflavin .44 mg
c. Vitamin A 500 IU	f. Phosphorus 222 mg	i. Vitamin B-12 1.1 mcg

MEDICAL STATEMENT FOR PARTICIPANTS WITH SPECIAL DIETARY NEEDS

To be completed by a Parent, Guardian, or Authorized Representative		
Participant's Name:		Birthdate:
Parent/Guardian/Authorized Representative name:		
Home Phone: ()		Work Phone: ()
Address:		
City:	State:	Zip:
<input type="checkbox"/> Participant has a disability or medical condition and requires a special meal or accommodation. (*Recognized Medical Authority must sign)		
<input type="checkbox"/> Participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the nutrient standards for non-dairy beverages offered as milk substitutes. (Substitutions made at the discretion of the center)		
A non-dairy beverage product must at a minimum contain the following nutrient levels per cup to qualify as an acceptable milk substitution.		
a. Calcium 276 mg b. Protein 8 g c. Vitamin A 500 IU	d. Vitamin D 100 IU e. Magnesium 24 mg f. Phosphorus 222 mg	g. Potassium 349 mg h. Riboflavin .44 mg i. Vitamin B-12 1.1 mcg
Foods to be omitted: _____ _____ _____	Substitutions: _____ _____ _____	
Please list foods and information regarding any needed texture changes (chopped, ground, pureed, etc.): _____ _____ _____		
Please provide any other information regarding the diet: _____ _____ _____		

**Recognized Medical Authority: Anyone who can prescribe medication.*

Physician/Medical Authority's Signature

Date

Printed Name and Title

Telephone

*7 CFR 226.20 (h) & Policy Memo: CACFP 13-2015

Daily Meal Counts and Attendance Records

At each meal service, the following must be documented:

- attendance
- the number of meals prepared or delivered
- the number of meals served to participants
- the number of meals served to program adults

Schools may use a computer-generated (POS) attendance record such as the ***Student Participant Report*** which lists all students by name and the ***Daily Sales Report*** to record meal counts. Schools using these reports must also document the number of meals prepared or delivered and the number of meals served to program adults. Schools which do not use the POS system may use the ***At-Risk Daily Meal Count and Attendance Record*** form to record the required information.

Instructions: At-Risk Daily Meal Count and Attendance Record form

1. Record the site name and date.
2. Record the number of meals prepared or delivered.
3. Record the full name of each participant. Participant names can be pre-filled as a roster or each participant can sign their own full name. Use additional sheets if needed.
4. Place a check mark (✓) in the Attendance column if the participant is in attendance at the site on the day for which attendance and meal counts are being recorded. Mark the participant in attendance if they are at the site for any amount of time, even if the participant does not participate in the meal service.
5. If the participant receives a complete meal or snack, place a check mark (✓) in the appropriate meal service column beside the participant's name. If the participant is not in attendance, does not take a meal, or takes an incomplete meal, do not place a check mark in the meal service column.
6. After every participant has had an opportunity to receive a meal or snack, leftover (second) meals and snacks may be served per the second meals guidelines. If a participant takes a second complete meal or snack, place a second check mark (✓✓) in the appropriate meal service column beside the participant's name. *Incomplete second meals and meals/foods from share tables cannot be counted.*
7. At the end of the meal service, record the total attendance and total number of meals and snacks served (both first & second) at the bottom of each column.
8. Record the number of meals and snacks served to Program Adults. Do not include these meals in the total number of meals served. Meals served to Program Adults must be documented but cannot be claimed for reimbursement.
9. The person completing the form must sign and date.
10. Keep the form on file with the CACFP At-Risk program records.

At-Risk Meals
Daily Meal Count and Attendance Record

Site:		Date:			
Number of Meals Prepared or Delivered:					
Participant's Full Name		✓ If in Attendance	Check once ✓ for each Snack or Meal participant receives. Check twice ✓✓ if participant receives a second Snack or Meal		
			Snack	Lunch/Supper	Breakfast
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Totals					
Meals Served to Program Adults			#	#	#
<p>I certify that the information on this form is true and correct to the best of my knowledge and only <u>eligible</u> meals served to <u>eligible</u> Program participants will be claimed for reimbursement.</p>					
<div style="border-top: 1px solid black; width: 100%;"></div>			<div style="border-top: 1px solid black; width: 100%;"></div>		
Signature			Date		

Second Meals during One Meal Service

At-Risk sites must plan and prepare meals and snacks with the intent of serving no more than one meal and/or snack per participant per day.

Second meals and/or snacks may be claimed only if the second meals are served due to an unanticipated fluctuation in participation resulting from conditions beyond the site's control; and

- The meals are served pre-plated/unitized style/offer vs. serve. Sites may not claim second meals under any condition when the meals are served family style.
- The second meals are complete and comply with USDA meal patterns.
- If Offer vs. Serve is utilized, all components in the required minimum portion sizes which were available for the first meal must be available for the second meal as well.
- The second meals are not served from Share Tables.
- The second meals are served to eligible Program participants.
- The site submits documentation justifying the second meals.
- The State Agency approves the justification for serving second meals due to reasons beyond the site's control.

EXAMPLE: Based on historical participation data the cook prepares suppers for 30 children. Threatening weather conditions caused only 15 children to attend the afterschool program. In this situation, weather caused a fluctuation in attendance, which in turn resulted in sufficient food being prepared to serve the remaining 15 children seconds. Therefore, if all the above requirements are met, the site may claim second meals and/or snacks served to the 15 children that attended the afterschool program.

Daily Meal Count Tally

Sites which prefer to record attendance separately from meal counts may use the ***At-Risk Daily Meal Count Tally*** form to record the number of meals served to participants at the point of service, the number of meals prepared or delivered and the number of meals served to program adults. **However, if this form is used, a separate record of attendance (by full name of participant) must also be completed.**

Instructions: Daily Meal Count Tally form

1. Record the Site Name and Date.
2. Circle the type of meal being served.
3. Record the number of meals or snacks prepared or delivered.
4. As each participant receives a complete first meal, cross off a number. Do not cross off a number if the participant does not take a complete meal. Use the continuation page if needed.
5. After every participant has had an opportunity to receive a meal or snack, leftover (second) meals may be served per the second meals guidelines. If a participant takes a second complete meal or snack, cross off a number in the “Second Meals Served to Participants” section. *Incomplete second meals and meals/foods from share tables cannot be counted.*
6. Total the number of first and second meals served. Include meal counts from continuation pages if needed.
7. Record the number of meals served to Program Adults. Do not include these meals in the total number of meals served. Meals served to Program Adults cannot be claimed for reimbursement.
8. The person taking the meal count must sign and date the form.
9. Keep the form on file with the CACFP At-Risk program records.
10. Collect the attendance records for the afterschool program and keep on file with the CACFP At-Risk program records.

At- Risk Meals: Daily Meal Count Tally																								
Site Name:															Date:					[1]				
Meal Type (circle) : Breakfast					Lunch			Supper			Snack 1			Snack 2			[2]							
# of Meals prepared or delivered _____																					[3]			
First Meals or Snacks Served to Participants (cross off number as meal or snack is served):																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42				
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63				
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84				
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104					
105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124					
125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144					
145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164					
165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180									
Total First Meals: _____																			[4]					
Second Meals or Snacks Served to Participants (cross off number as meal or snack is served):																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Total Second Meals: _____																					[5]			
Total of First & Second Meals Served: _____																					[6]			
Meals or Snacks served to Program Adults:																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15										
															[7]									
I certify that the information on this form is true and correct to the best of my knowledge and only <u>eligible</u> meals served to <u>eligible</u> Program participants will be claimed for reimbursement.																								
<div style="border-bottom: 1px solid black; width: 100%;"></div> Signature											<div style="border-bottom: 1px solid black; width: 100%;"></div> Date											[8]		

Instructions: Daily Attendance Record

1. Fill in the Month/Year and Sponsor/Site information.
2. Record the first and last names of the participants.
3. Record attendance and total the columns daily.

Daily Attendance Record totals cannot be used as meal counts because every participant in attendance may not have taken a reimbursable meal.

Sponsor _____

[illegible]

At-Risk Site Application and Pre-Approval Visit Form

Sponsors requesting the addition of a site(s) to the existing CNIPS Application are required to complete an At-Risk Site Application and Pre-Approval Visit Form.

The form along with the sites current license (if applicable) must be submitted to the sponsor's CACFP Consultant who will review the site request and inform the sponsor of the results.

If the site request is approved, the CACFP Consultant will create the new Site Application in CNIPS.

The Sponsor must then complete the Site Application in CNIPS and submit it via CNIPS for approval.

Upon approval by the CACFP Consultant, meals served at the Site can be claimed for the month in which the site application was approved.

At-Risk Afterschool Meals
Site Application and Pre-Approval Visit Form
Kentucky Department of Education CACFP

Sponsor: _____ **CNIPS #:** _____

Site Information							
Site Name							
Street Address							
City		State		Zip		County	
Phone Number	()	Extension		Fax Number	()		
Program Contact		Email					

Site Eligibility

- At-Risk Site Qualifying Data: _____ % Free/Reduced
 (The site must be located in the attendance area of a public school where at least 50 percent of the enrolled students are certified as eligible for free or reduced-price meals. **CEP data cannot be used**).
- Name of school used for Qualifying Data: _____
- License Information: ____ Exempt from State or Local Licensure (Is an At-Risk only site)
 Capacity: _____ License ID: _____ Expiration Date: _____

Site Operational Information:

- a. Site/School Hours Begin: _____ End: _____
- b. At-Risk Program Hours Begin: _____ End: _____
- c. Days of the week At-Risk meals will be claimed:
 ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday
- d. At-Risk Meals Claimed: ____ Breakfast ____ Lunch ____ Snack ____ Supper
- e. At-Risk Meal Times: Start: _____ End: _____
 Start: _____ End: _____
- f. Method of Meal Service:
 - ☐ Site prepares meals on site (contract not required)
 - ☐ Site receives meals from another site or central preparation owned by the sponsor (contract not required)
 - ☐ Site contracts with a local public school system (Agreement to furnish food required)
 - ☐ Site contracts with another approved CACFP site with which it is not affiliated
 - ☐ Site contracts with a registered caterer

Personnel responsible for CACFP administration and food service	
Name	Program Labor or Administrative Duties

Enrichment and Educational Activities					
Only list Enrichment Activities which are <u>open to all participants</u> such as; Homework Assistance, Remedial Education, ESS, Computer Skills, Life Skills, Organized Fitness, Arts/Crafts, Clubs, etc. <i>Sports teams cannot be a stand-alone enrichment.</i>	Supervisor/Leader/ Instructor Name	Location (Library, Gym, Classroom, etc.)	Day(s) of the Week	Time Begin/End	Age Range: Infant, Pre-K, Elem., Middle, High

Signature of Site Instructor for Enrichment Activities

Date

I certify that all information on this Site Application and Pre-Approval Visit (if applicable) Form is true and correct.

Signature of Sponsoring Organization Authorized Representative

Title

Printed Name

Date

Signature of Site Program Contact

Title

Printed Name

Date

Submit a copy of the School District Calendar, Site License (if applicable) and this form to:

- FAX: 502-564-5519
- Or
- Email: scncacfpgeneral@education.ky.gov

****Sponsors of Unaffiliated Sites must also complete and submit this page****

- Has the site ever participated in the Kentucky CACFP? Yes ____ No ____
- Does the site participate in any other child nutrition programs? Yes ____ No ____
If yes, list the programs: _____
- Has any person directly working with the CACFP/At-Risk program at the site ever been terminated from participation in the CACFP? Yes ____ No ____
If yes, list the date: _____
- List the site program contact and the date they were trained on USDA meal pattern requirements, civil rights compliance, and recordkeeping requirements: _____
- Does the site store cleaning supplies/pesticides separately from food items? ____ yes ____ no
If no, provide explanation: _____
- Does the site follow proper hand washing procedures? ____ yes ____ no
If no, provide explanation: _____
- Is the site's dining area clean and sanitary? ____ yes ____ no
If no, provide explanation: _____

Unaffiliated Site: Required forms (Hard Copies to be kept at the Sponsoring Organization office)

- ☐ License to Operate or Proof of Occupancy
- ☐ Food Service Inspection Report (If Applicable)
- ☐ News Release
- ☐ Catering Contract (If Applicable)
- ☐ Agreement to Supply Meals (If Applicable)
- ☐ Agreement between Sponsoring Organization and Unaffiliated At-Risk Site

Unaffiliated Site: Reporting of Ethnic/Racial Data

- (1) Record the ethnicity and race percentages for the school nearest the site. To obtain the ethnic/racial data for the geographic area, access the following link:
http://education.ky.gov/federal/SCN/Documents/Public%20School_Ethnicity%20Report.pdf
- (2) Record the number of CACFP afterschool program participants at the site by their ethnicity and race.

	Ethnicity			Race				
	Hispanic or Latino	Non-Hispanic, Non-Latino		Black or African American	White	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander
(1)	%	%		%	%	%	%	%
(2)	#	#		#	#	#	#	#

Identify the source (school) of the ethnic/racial data for the geographic area.

Describe the procedure to collect and maintain ethnic/racial data of site participants.

Signature of Sponsoring Organization Authorized Representative

Date

Procurement

Remember to complete the appropriate procurement annually

There are 3 methods of procurement:

Micro-Purchase: Used when single purchase transactions are equal to or less than \$10,000 and the annual aggregate total of all transactions does not exceed \$250,000. The following requirements must be met:

- Micro-purchases may be made without soliciting competitive quotes if the sponsor considers the price to be reasonable
- To the extent practicable, the sponsor must distribute micro-purchases equitably among suppliers
- The sponsor must maintain all receipts/invoices

Small Purchase/Informal: Used when single purchase transactions are between \$10,001 and \$249,999. The following requirements must be met:

- Price quotations must be obtained from at least three qualified suppliers
- The sponsor must maintain written documentation of the quotes
- The sponsor must maintain all receipts/invoices

Formal Bid: Used when single purchase transactions or the annual aggregate total of all transactions or contracts are equal to or greater than \$250,000. The following requirements must be met:

- Invitation for Bid (IFB) or Request for Proposal (RFP)
- Contact the State Agency for assistance

Documenting quotes from qualified suppliers

To meet the requirements for small purchase/informal procurement, such as those items purchased from a grocery, retail store or vendor, the State Agency requires annual quotes from at least 3 qualified suppliers. Sponsors will document in writing at least three separate, but similar, quotes on the cost of at least 6 items and compare the costs of these items from each supplier. Sponsors are required to select the supplier that has the lowest price unless other circumstances, such as proximity of the store or consistency of quality, impact their decision. This information must be documented on the Small Purchase/Informal Procurement form.

Instructions for Completing the Small Purchase/Informal Procurement Form:

1. Record the date of procurement.
2. List 6 most commonly purchased items.
3. List 3 qualified suppliers.
4. List the prices of the 6 items at each of the suppliers.
5. Choose the supplier from which the items will be purchased.
6. If the supplier chosen doesn't offer the lowest price, explain why the supplier was chosen (location, options, etc.).
7. File the form in the CACFP folder labeled "Procurement".

Documentation for Small Purchase/Informal Procurement
(Used if single purchase transaction is \$3,501 and \$149,999)

DATE: _____

Item	Name of Supplier 1:	Name of Supplier 2:	Name of Supplier 3:	Reason for selection if not the lowest price
1.	\$	\$	\$	
2.	\$	\$	\$	
3.	\$	\$	\$	
4.	\$	\$	\$	
5.	\$	\$	\$	
6.	\$	\$	\$	

*7 CFR 226.22

PROGRAM COSTS DOCUMENTATION

Every institution participating in the CACFP must demonstrate the operation of a non-profit food service program. As provided by USDA's Financial Management-Child and Adult Care Food Program Food and Nutrition Service (FNS) Instruction 796-2, Revision 4, all institutions must operate a non-profit food service in which all CACFP meal payments are expended for allowable costs. This means that **ALL** of the money received in CACFP reimbursement **MUST** be used **ONLY** in the food service operation. All CACFP records must be kept on file for three years plus the current year.

The following are examples only and are not intended to be a complete guide as to how CACFP funds may or may not be spent. Refer to FNS -Instruction 796-2, Rev. 3 or contact the State Agency with questions about allowable expenses.

Food and Milk Documentation:

Allowable Costs: Foods purchased only for CACFP use.

Not Allowable: Cost of food lost as a result of fire, water, spoilage or other contamination in excess of \$100; fast food, personal groceries or items such as cigarettes, soda, pet food, etc.

Minimum Records that Support Cost of Food & Milk Used:

- a. Invoices, bills, receipts (all food receipts used to document costs to the CACFP must be original, dated, itemized, and include the name of the store where the food was purchased and the method of payment)
- b. Canceled checks
- c. Food inventory records
- d. Records of cash discounts and other credits if not shown on purchase orders and/or invoices
- e. Menus (Participant and Infant)
- f. Invoices from a food management company, caterer or school (reported as cost of food used)
- g. Daily delivery tickets that include components served, as well as the name of the catering source, date, number of meals ordered and number of meals delivered. Delivery tickets must be signed and dated by the vendor staff delivering meals and the sponsor staff receiving meals

Delivery tickets should be compared to the vendor's monthly invoice to ensure that the sponsor was charged for the correct number of meals ordered.

Nonfood Cost Documentation:

Allowable Costs: Supplies needed to administer the CACFP. Examples are: paper goods (napkins, straws, cups, etc.), cleaning supplies for kitchen and dining room.

Not Allowable: Supplies which are not used to administer the CACFP. Examples are: general day care supplies or arts/crafts projects, toys, games, videos, laundry and general cleaning supplies not used in the food service area.

If nonfood items are used entirely for the meal service (i.e. paper products, plastic silverware, kitchen cleaning supplies, eating area cleaning supplies, etc.), the total cost plus tax can be claimed. If only a portion of the nonfood items are used for the food program (i.e. trash bags, paper towels), then only half of the cost and only half of the tax can be claimed. Nonfood items purchased for day care use only (i.e. toilet paper, Kleenex) cannot be included in CACFP program costs.

Minimum Records that Support nonfood Supplies and Expendable Equipment:

- a. Invoices, bills, receipts (all food receipts used to document costs to the CACFP must be original, dated, itemized, and include the name of the store where the food was purchased and the method of payment)
- b. Canceled checks
- c. Bank statements

Note: Canceled checks and bank statements will be used only to verify payment of original receipts and cannot be used as the only source of documentation.

Program Labor Costs:

Program labor costs may only be claimed if the individuals performing the food service are employed by the participating institution.

Program Labor Costs for Food Service are limited to wages and fringe benefits paid by the sponsor to employees directly involved with the food service program. If the sponsor is reimbursed for an employee's wages from some other source, it cannot be claimed as a cost to the Program.

Allowable Direct Costs:

- a. Wages paid for preparing and serving food;
- b. Wages paid to personnel who assist participants at mealtime;
- c. Wages paid for on-site preparation of records required for the food program.
- d. Program Labor duties including cooking, serving, menu planning, grocery shopping and cleaning of kitchen and dining room.

Not Allowable: Volunteer labor, salaries of staff who do not perform CACFP duties; wages paid from sources other than the sponsoring organization.

Minimum Records that Support Program Labor Costs:

- a. Staff who work full-time on CACFP duties (cook) will document their wages and benefits by copies of their pay stubs in the monthly folder.
- b. Personnel Activity Reports (PAR) – are maintained by employees to establish the amount of time per day spent on the food program when the employee has other duties. These must be signed and dated by employee at the end of the month. The PAR must be signed and dated by the employee’s supervisor. The PAR must be maintained in the monthly folders.

Program Administrative Costs:

Program Administrative Costs include expenditures incurred by a sponsoring organization that relate to planning, organizing, and managing the food service program.

Allowable Direct Costs:

Wages paid for completing the application packet, approving income applications, conducting monitor reviews, training center personnel regarding CACFP requirements, time spent compiling the monthly Claim for Reimbursement, cost of computer equipment used to administer CACFP and attending State Agency training (training time may only be claimed for the month in which it occurs).

Not Allowable: Volunteer labor, wages paid from sources other than sponsoring organization, costs incurred to comply with licensing standards.

Minimum Records that Support Administrative Costs:

- a. Payroll records (bank statements, canceled checks, pay stubs, etc.).
- b. Personnel Activity Reports - daily time sheet that establishes the amount of time each employee spends on food program responsibilities when the employee has other duties. They must be signed and dated by the employee.
- c. Mileage documentation.
- d. Rental agreements and invoices for office equipment or office space.
- e. Invoices and canceled checks for any costs claimed as an administrative expense.

Reminder: The appropriate Procurement process must be completed annually

CACFP Instructions for Completing the Personnel Activity Report (PAR)

Employee Section: (To be completed daily by the employee)

1. Print Name and the Month/Year of PAR on designated lines.
2. Place number of hours worked beside the appropriate date. Designate hours worked for Administrative and Program Labor by writing the number of hours under the appropriate column.
3. List any non CACFP hours worked under the "Non CACFP Hours Worked" column.
4. Total the columns for each row and place the total under the, "Total Hours Worked" for each day claimed.
5. At the end of the month, sign and date the form, verifying the information provided is correct.

Sponsor Section: (To be completed by Director/Authorized Representative at the end of the month)

A. Hourly Paid Staff

1. Using the total for administrative hours from the table; insert the administrative hours and multiply them by the hourly wage of the employee. Place total in blank provided (Total administrative CACFP Salary).

Administrative hours should only be used if the expense is approved in the CNIPS budget

2. Using the total for program labor hours from the table; insert the program labor hours and multiply them by the hourly wage of the employee. Place total in blank provided (Total program labor CACFP salary).
3. The employee's name and labor expense claimed should be recorded on the Record of Expenditures form.

B. Salaried Staff

1. Using the total for administrative hours worked on CACFP from the table; insert the administrative hours worked and divide by the total hours worked. Multiply total by 100 and place percentage in blank provided (%). Then, multiply the total salary for the month by the percentage found above. Place total in blank provided (Total admin. CACFP salary).

Administrative hours should only be used if the expense is approved in the CNIPS budget

2. Using the total for program labor hours worked on CACFP from the table; insert the program labor hours worked and divide by the total hours worked. Multiply total by 100 and place percentage in blank provided (%) Then, multiply the total salary for the month by the percentage found above. Place total in blank provided (Total program labor CACFP salary).
3. Verify totals, sign and date form.

Employee Name: _____ **Month/Year:** _____

TO BE COMPLETED BY THE EMPLOYEE									
	Hours Worked on CACFP					Hours Worked on CACFP			
Date	Administrative Labor	Program Labor	Non CACFP Hours Worked	Total Hours Worked	Date	Administrative Labor	Program Labor	Non CACFP Hours Worked	Total Hours Worked
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11					27				
12					28				
13					29				
14					30				
15					31				
16					TOTAL				

Employee Signature

Date

RECORD OF FOOD PROGRAM EXPENDITURES FOR THE MONTH

The Record of Food Program Expenditures for the Month is used by institutions to record all of the expenses which justify the CACFP reimbursement for the month. Institutions will keep this form, along with all receipts and the menu record, in the corresponding monthly folder. Every month, institutions may use the calculations from their monthly expenditures form to record their program costs on the Justification for Reimbursement form. Institutions can use the Justification for Reimbursement Form to record their yearly expenses in the ACQR (Actual Cost Quarterly Report) in CNIPS.

The Record of Food Program Expenditures form may be completed throughout the month or at the end of the month but must be complete before the claim is submitted.

Recording the quantity of milk purchased on the Record of Food Program Expenditures form will assist in completing the optional monthly milk reconciliation to determine if enough milk has been served and/or purchased to meet meal pattern requirements.

Instructions for Completing the Record of Food Program Expenditures form

1. List the Month, Sponsoring Organization, Center and CNIPS Number.
2. Record the date, name of store/Food Management Company, Food, Quantity of Milk purchased and Nonfood Expenses (chronological order) as purchases are made.
3. If **Program Labor** is claimed, record information from all Personnel Activity Reports at the bottom of the Program Expenditures form. The employee's name should be listed above the totals row under the "Name of Store, Vendor, Food Management Company or Program Labor" column and expenses for payroll under the "Program Labor" column.
4. If **Program Administrative Costs** are claimed, record information from all Personnel Activity Reports at the bottom of the Program Expenditures form. The employee's name should be listed above the totals row under the "Name of Store, Vendor, Food Management Company or Program Labor" column and expenses for payroll under the "Program Admin Cost" column.
5. Total all columns and record information on the Justification for CACFP Reimbursement Form which will later be used to complete the Actual Cost Quarterly Report (ACQR).
6. File completed form in the monthly CACFP folder.

RECORD OF FOOD PROGRAM EXPENDITURES FOR THE MONTH

SPONSORING ORGANIZATION				CENTER		
CNIPS NUMBER						
Date	Name of Store, Vendor, Food Management Company or Program Labor	Food	Quantity of Milk; Gallons and/or Pints	Non Food	Program Labor	Program Admin. Cost
Totals						

Actual Costs Quarterly Reporting

ACQR (Actual Costs Quarterly Reporting) and Justification for Reimbursement

FNS 796-2 Revision 3 requires that all institutions show fiscal integrity and accountability for all funds received from the Child and Adult Care Food Program. All expenses incurred as program expenses must be approved and funds must be used for authorized program expenses only.

In order to justify the reimbursement received, the State Agency requires that all institutions report their actual costs. The State Agency will review the costs to ensure that institutions are being fiscally responsible with CACFP funds.

NOTE: Sponsors/Institutions should complete 1 of the 3 options shown below in addition to the monthly Record of Expenditures.

There are 3 options for reporting actual costs:

1. Institutions which have been completing the quarterly ACQR Report in CNIPS can continue to do so. If reporting quarterly, the ACQR is to be completed by January 31st for the first quarter, April 30th for the second quarter, July 31st for the third quarter, and October 31st for fourth quarter. The ACQR can be completed in CNIPS at <https://cnips.education.ky.gov/cnips/>
2. Institutions can submit a one-time, annual ACQR in CNIPS by combining the costs for all of the months (Oct – Sept) and recording the totals in just one section of the ACQR (Due annually by October 20th).
3. Institutions can complete the electronic or paper version of the “Justification for CACFP Reimbursement” form which can be found on the State Agency website and submit it to their CACFP consultant by October 20th.

Institutions must complete at least one of these options each year. Not doing so will result in a review.

CACFP Instructions for Completing the Justification for Reimbursement Form

1. Record the Sponsor name and CNIPS ID number.
2. Using the Record of Food Program Expenditures form for the month, record totals for Food, Non-Food, Program Labor and Administrative Costs.
3. Total expenditures for the month and place in column labeled "Total Expenditures by Month".
4. Record Reimbursement Amount using the amount of CACFP reimbursement received for the month.
5. Subtract the Total Expenditures by month from the Reimbursement Amount and place total under the "Difference" column.
6. To calculate % spent on food, divide Food Costs by Reimbursement Amount and multiply answer by 100. Place answer under "% Spent on Food".
7. At the end of each quarter, (Oct.-Dec, Jan-Mar, Apr-June, July-Sept), total all columns and use the information from the form when completing the Actual Costs Quarterly Report (ACQR) in CNIPS.

Justification for CACFP Reimbursement Sponsor: _____ CNIPS ID: _____

Month	Food Costs	Nonfood Costs	Program Labor Costs	Administrative Costs	Total Expenditures by Month	Reimbursement Amount	Difference	% Spent On Food*
October								
November								
December								
Total								
January								
February								
March								
Total								
April								
May								
June								
Total								
July								
August								
September								
Total								
Yearly Total								

*FNS 796-2(IV) and 7 CFR 226.15(e)(6)

* Food Expenses divided by Reimbursement = % Spent on Food

Monitor Reviews

(For Sponsoring Organizations with more than one site)

Monitoring sponsored centers for compliance with CACFP regulations is an important responsibility of Sponsoring Organizations. Sponsoring Organizations can also use monitor reviews to provide technical assistance when needed.

Monitor Review Checklist:

- ✓ **3 reviews conducted each fiscal year (Between October-September)**
- ✓ **2 reviews must be unannounced**
- ✓ **Time between reviews must not be more than 6 months (i.e. Oct., Feb., June)**
- ✓ **A meal service must be observed for at least 1 review**
- ✓ **Must ensure that review time is varied**

A meal service must be observed during at least one of the monitor reviews conducted during the year. In accordance with USDA FNS Policy Memo CACFP 16-2011, sponsoring organizations must ensure that the timing of unannounced reviews is unpredictable. For example, unannounced reviews that always occur during the third week of January, third week of May, and third week of September are predictable. The review schedule should be varied enough that facilities staff are unable to anticipate the date/timing of the review.

Sponsors operating both SFSP and CACFP At-Risk Meals are not required to monitor sites following the SFSP requirements during the summer and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round.

If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced.

The Monitor Review Form must be complete and have any/all Technical Assistance listed on the form.

A copy of the At-Risk Meals Monitor Review form is available on the State Agency website:
<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx><http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

CACFP APPEALS PROCEDURE

Section 1. Actions that May be Appealed (Child and Adult Food Care Program) (7 CFR § 226.6(k)).

- (1) An institution including an independent center or sponsoring organization on behalf of a facility under its jurisdiction, and responsible principals and responsible individuals, may appeal the following adverse actions pursuant to 7 CFR § 226.6(k)(2):
 - (a) Denial of a new or renewing institution's application for participation;
 - (b) Denial of an application submitted by a sponsoring organization on behalf of a facility;
 - (c) Notice of proposed termination of an institution;
 - (d) Suspension of an institution's participation;
 - (e) Denial of an institution's application for start-up payments or expansion payments;
 - (f) Denial of an advance payment;
 - (g) Denial of all or part of a claim for reimbursement;
 - (h) Notice of proposed disqualification of a responsible principal or a responsible individual;
 - (i) Recovery of all or part of an advance in excess of the claim for the applicable period;
 - (j) Decision by the Kentucky Department of Education, Division of School and Community Nutrition (division) not to forward to Food and Nutrition Service (FNS) an exception request by an institution for payment of a late claim, or a request for an upward adjustment to a claim;
 - (k) Demand for the remittance of an overpayment; or
 - (l) Any other action of the division affecting the participation of an institution in the program or the institution's claim for reimbursement.
- (2) Adverse actions not subject to appeal include the following adverse actions pursuant to 7 CFR § 226.6(k) (3):
 - (a) FNS decisions on claim deadline exceptions and requests for upward adjustments to a claim;
 - (b) Determination of serious deficiency;
 - (c) Division's determination that corrective action is inadequate;
 - (d) Disqualification and placement on the division's list and National disqualified list;
 - (e) Termination;
 - (f) Decision regarding removal from National disqualified list by the division or FNS;
 - (g) Division's refusal to consider an application submitted by an institution or facility on the National disqualified list.

Section 2. Notice of Action. ((7 CFR § 226.6(k)(5))

- (1) The division must provide written Notice of Action to an institution's executive director and chairman of the board of directors, and the responsible principals and responsible individuals.
- (2) The Notice of Action shall give notice of the adverse action being taken or proposed, the basis for the action, and the procedures under which the institution and the responsible parties or responsible individuals may request an administrative review of the action.
- (3) The Notice of Action may be sent by certified mail, return receipt requested, e-mail or by facsimile.
- (4) The Notice of Action shall state that the appeal shall be made within the timeframe set forth in Section 4 of this policy and the appeal shall meet the requirements set forth in Section 3 of this policy.

Section 3. Filing an Appeal.

- (1) A program institution, responsible principal, or responsible individual aggrieved by an adverse action of the division may appeal the adverse action by filing a timely request for an appeal. The request shall be filed with the Office of Legal, Legislative, and Communication Services, Department of Education, 300 Sower Blvd. 5th. Floor Frankfort, KY 40601

- (2) If the institution or responsible principals and responsible individuals want a hearing the institution of responsible principals and/or individuals must specifically request it in the written request for appeal otherwise the administrative review official will consider the appeal based on written information only.

Section 4. Appeal Timelines.

- (1) The request for appeal shall be written and shall be postmarked or received no later than 15 days after the date the notice of adverse action is received.
- (2) The division shall acknowledge receipt of the request for an appeal within ten (10) days of its receipt of the request.
- (3) Any information on which the division's action was based shall be available for inspection by the institution and the responsible principal and responsible individual from the date of receipt of the request for an appeal.

Section 5. Appeal Procedures.

- (1) The division shall forward any request for appeal to the Director of Administrative Hearings Branch, Office of the Attorney General for the Commonwealth of Kentucky to designate an administrative review official. The request for appeal shall be accompanied by a copy of the notice of adverse action sent by the division.
- (2) The administrative review official must be independent and impartial. This means that he/ she must not have been involved in the action that is the subject of the administrative review, or have a direct personal or financial interest in the outcome of the administrative review.
- (3) During the appeal process, the institution, responsible principal, or responsible individual shall:
 - (a) Self-represent;
 - (b) Be represented by legal counsel; or
 - (c) Be represented by another person.
- (4) The division's action shall remain in effect during the appeal process. However, participating institutions and sites may continue to operate the Program during an appeal, and if the appeal results in overturning the division's decision, reimbursement shall be paid for eligible meals served during the appeal process. However, such continued operation shall not be allowed during the pendency of the appeal if the division's action is based on imminent danger to the health or safety of children.
- (5) The institution and the responsible principals and responsible individuals may refute the findings contained in the Notice of Action in person or by submitting written documentation to the administrative review official. In order to be considered, written documentation must be submitted to the administrative review official not later than 30 days after receipt of the Notice of Action.
- (6) If a hearing is requested:
 - (a) The administrative hearing procedures of Kentucky Revised Statutes, Chapter 13B shall apply, except as provided in subsection (10) below.
 - (b) Except as provided in subsection (8) of this section, the institution, the responsible principal and responsible individual, and the division shall be provided with at least ten (10) days advance notice of the time and place of the hearing;
 - (c) If the institution's representative or the responsible principal and responsible individual or their representative fail to appear at the scheduled hearing, the right to a personal appearance before the designated hearing officer shall be waived unless the designated hearing officer agrees to reschedule the hearing; and
 - (d) A representative of the state agency shall be allowed to attend the hearing to respond to the testimony of the institution and the responsible principal and responsible individual and to answer questions posed by the designated hearing officer.

- (7) he designated administrative review official shall be make a determination based solely on the information provided by the state agency, the institution, and the responsible principal and responsible individual and based on federal and state laws, administrative regulations, and policies and procedures governing the program.
- (8) Within sixty (60) days of the division's receipt of the request for an appeal, or ten (10) days if the matter under appeal is a suspension of participation based on false or fraudulent claims, the designated administrative review official shall inform the division, the institution's executive director and chairman of the board of directors, and the responsible principal and responsible individual of the outcome of the appeal.
- (9) The determination by the administrative review official is the final administrative determination to be afforded to the appellant.
- (10) The final order of the administrative review official shall be subject to judicial review in accordance with Kentucky Revised Statutes Chapter 13B.140, except that:
 - (a) All appeals of a final order shall be filed in Franklin Circuit Court.

TO DO LIST FOR NEW/RENEWING INSTITUTIONS

After attending State agency training, the sponsor must:

- Complete the online CNIPS application and submit to the State Agency.
- Conduct In-Service Training within **four weeks** of attendance at State Agency Training.
- Complete Catering Procurement immediately following New Sponsor Training (if applicable).
- Complete the appropriate procurement within the first **four weeks** of attendance at the State Agency Training.
- Display the "And Justice for All" poster in a prominent place.
- **New institutions only:** Submit the news release to a media source and a grassroots organization. File the original in the CACFP folder labeled "News Release".

Maintain the following records beginning the first day of participation:

- a. Daily Attendance Records
- b. Record of Meals Served
- c. Menu Records

Please note that this list is not inclusive of all documentation that must be maintained.

CACFP At-Risk Meals Reference Sheet

Information Needed for Claim		
Menus <ul style="list-style-type: none"> • Must meet meal pattern guidelines • Current month posted • Food must be creditable • Copies placed in monthly folder • All menus must be maintained • Substitutions must be noted at the beginning of the day. 	Total Daily Attendance <ul style="list-style-type: none"> • Recorded daily • Participant's full name • Meals served cannot be greater than the number of participants in attendance <p>Total Daily Attendance for the month is reported on the monthly claim.</p>	Record of Meals Served <ul style="list-style-type: none"> • Take meal counts during the meal service • Record on the Daily Meal Count form or Tally Sheet • Number of meals served must be totaled daily and monthly <p>Total meals for the month are reported on the monthly claim</p>
Civil Rights		
Public Notification System <ul style="list-style-type: none"> • And Justice for All • Non Discrimination Statement • News Release (New Sponsors only) 	Training <ul style="list-style-type: none"> • Must include Civil Rights training for all persons involved with CACFP food service • Required prior to start of any program duties • Performed annually and as needed for new staff • Documented and filed in appropriate folder 	Grievance Procedures <ul style="list-style-type: none"> • Documents kept in accessible location • Move complaint forward in a timely manner (3 days)
Program Expenditures/Information for ACQR		
Food and Non-Food <ul style="list-style-type: none"> • Receipts <ul style="list-style-type: none"> • Originals only • Program related items only • Purchases related to menu items • Invoices from caterers, if applicable • Delivery Tickets, if applicable 	Program Labor Personnel Activity Report <ul style="list-style-type: none"> • Completed daily by employee • Signed by employee • Pay Stubs are used for full time food service staff (i.e. full time cook) 	Procurement <p>Micro-Purchase Procurement</p> <ul style="list-style-type: none"> • Keep receipts <p>Small Purchase/Informal Completed yearly; within first 4 weeks of fiscal year</p> <ul style="list-style-type: none"> • 6 most commonly used items • 3 price comparisons <p>Formal Bid Procurement</p> <ul style="list-style-type: none"> • Completed yearly; within first 4 weeks of fiscal year • All vendor purchased items • 3 vendor comparisons • Contact State Agency for assistance <p>Catering Procurement</p> <ul style="list-style-type: none"> • See Catering Guidance
17-8 Record of Program Expenditures <ul style="list-style-type: none"> • Completed monthly • Food costs recorded from receipts • Amount of milk purchased is recorded using receipts • Program Labor recorded Non- food costs recorded from receipts		
Monitor Reviews		
<ul style="list-style-type: none"> • Only necessary for sponsors with multiple sites • Completed within first 4 weeks of participation in the program • Must complete at least 3 per year per site • No more than a 6 month lapse between reviews (i.e. Oct., Feb., June) • Timing of visits should be varied 		